

PROGRAM ACTION AND RESPONSIBILITIES

1. Deputy Chief of Naval Operations (CNO) (N1) shall establish Physical Readiness Program policy and support the program by the following actions:

- a. Provide educational support to commands for all health promotion program elements as they impact physical readiness.
- b. Provide information and establish training for CFLs.
- c. Provide technical assistance to develop, implement, and evaluate program activities at each command.
- d. Provide guidance for weight management programs.
- e. Provide guidance for administrative actions concerning enlisted personnel and officers.
- f. Provide ongoing program evaluation.

2. Chief of Naval Personnel (CHNAVPERS) shall:

- a. Provide policy guidance for Navy's Health Promotion Program.
- b. Establish PFA standards and FEP guidance.
- c. Promote development and use of incentive awards to encourage maximum levels of fitness and health in individuals and commands.
- d. Provide policy guidance on Navy's Physical Readiness and Nutrition Programs.
- e. Maintain statistical data on physical fitness performance of members throughout their career and develop reporting systems as appropriate.
- f. Develop and maintain an appropriate Navy database to monitor PFA performance of all personnel by age, gender, ethnicity, and other appropriate factors.

3. Commander, Naval Safety Center (COMNAVSAFECEN) shall evaluate/analyze data on Physical Readiness Program injuries and deaths.

4. Chief, Bureau of Medicine and Surgery (CHBUMED) shall:

a. Develop procedures and policy to ensure servicemembers who have body composition/physical fitness challenges are properly screened and referred for evaluation, as necessary.

b. Develop procedures and policy to ensure that medical department personnel execute their responsibilities regarding the Physical Readiness Program in an appropriate and consistent manner throughout Navy.

c. Provide technical assistance with implementation and evaluation of Physical Readiness Program.

d. Conduct research in appropriate physical readiness areas to ensure physical readiness testing adequately evaluates physical readiness needs of Navy.

5. Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) shall provide technical assistance to local commands by providing materials and information to educate commands and food service personnel on basic nutrition, low fat menu planning and promotion activities, food preparation, and procurement procedures in support of the nutritional standards.

6. Chief of Naval Education and Training (CNET) shall:

a. Provide General Military Training (GMT) curricula on Physical Readiness Program.

b. Include Physical Readiness Program curricula at basic accession points, such as Officer Candidate School (OCS), Officer Indoctrination School (OIS), Naval Reserve Officer Training Corps (NROTC), Recruit Training Command (RTC), etc.

7. Commander, Navy Recruiting Command (COMNAVCRUITCOM) shall ensure all men and women recruited into Navy meet minimum entry-level physical readiness standards and are aware of requirement to comply with physical readiness standards contained in this instruction.

8. Commanding Officer, Recruit Training Command (RTC) shall ensure all members meet or exceed physical readiness standards upon completion of recruit training.

9. Commander, Naval Reserve Force (COMNAVRESFOR) shall:

a. Implement a program compatible with existing directives and Reserve training time outlined in reference (b).

b. Ensure all Drilling Reservists, including Voluntary Training Unit (VTU) members, complete PFA twice annually.

c. Ensure reserve unit Commanders, COs, and OICs and reserve healthcare professionals assist, advise, and educate commands in implementing Physical Readiness Program.

d. Ensure compliance with all reporting requirements outlined in enclosure (8).

e. Establish policy for Drilling Reservists pertaining to timing of PFAs and conducting FEPs.

10. Immediate Superiors in Command (ISICs) shall develop awards that promote and recognize physical readiness of subordinate commands and individuals within commands. Awards shall recognize achievement and maintenance of superior fitness, overall readiness, command fitness program quality, and other actions that advance Navy physical readiness.

11. Commanding Officers shall:

a. Aggressively integrate physical readiness activities into workweek while meeting mission and operational requirements. Physical readiness activities shall include a minimum of three sessions devoted to moderate and moderately high intensity physical conditioning. Physical conditioning sessions should be at least 40 minutes in length to allow for proper warm-up and cool-down, and consist of at least 20-30 minutes of continuous aerobic activity.

b. Ensure galleys and messes follow healthy menu standards and develop healthy cycle menus. COMNAVSUPSYSCOM's 35-day Healthy Cycle menu shall be incorporated if no local healthy menu exists. Menus are available on NAVSUP homepage

(<http://navsup.navy.mil>). Ensure nutrition information is available: at a minimum, calories and fat grams will be posted for all entrees, including speedline items. NAVSUP Pub 486, appendix J, Food Service Management for General Messes, provides nutrient analysis information and is available from NAVSUP website <http://www.navsup.navy.mil>.

c. Ensure command training emphasizes healthy food choices, exercise, and lifestyle change.

d. Appoint in writing a CFL to carry out this instruction. Ensure CFL meets qualifications and training requirements.

e. Appoint in writing assistant CFLs (as necessary) to carry out this instruction. An optimal number is one assistant per 25 members, depending on command size and structure.

f. Administer an effective FEP addressing individual needs of all members. Use available installation and local facilities, programs, and staff to intervene and ensure member meets physical readiness standards consistent with this instruction and unit mission.

g. Ensure command has sufficient members certified and current in cardiopulmonary resuscitation (CPR) (from American Red Cross or American Heart Association) to safely conduct and monitor Physical Readiness Program activities.

h. Upon transfer of an enlisted member, ensure a copy of completed NAVPERS 1070/613, Administrative Remarks page per reference (c), article 6110-010 and other documents are forwarded to member's next command. Retain copies for 4 years.

i. Upon transfer of an officer, ensure a copy of written counseling for PFA failure(s) and other documents are forwarded to member's next command. Retain copies for 4 years.

j. Enter PFA results in NAVPERS 1610/2, NAVPERS 1611/2 or NAVPERS 1616/26 per reference (d).

k. Forward result of PFA for command members (using Navy Personnel Command (NAVPERSCOM)-approved Physical Readiness Information Management System (PRIMS)) to NAVPERSCOM (PERS-651) within 30 days of completion of PRT.

l. Ensure two PFAs each calendar year are announced and conducted for medically qualified members.

m. Ensure proper safety precautions are followed during PFAs and FEP, as outlined in enclosure (4).

n. Ensure members receives proper medical screening prior to participation in PFA and FEP.

o. Ensure members with nutritional or performance challenges are referred to CFL for placement into nutritional and conditioning programs. Refer members to medical upon their initial failure to meet body composition assessment standard.

p. Issue a NAVPERS 1070/613, Administrative Remarks, each time an enlisted member fails to meet body composition assessment and or PRT standard, forward to NAVPERSCOM (PERS-31) original for inclusion in permanent personnel record, and file a copy in field service record.

q. Issue written counseling each time an officer fails to meet body composition assessment and or PRT standard. Forward a copy to NAVPERSCOM (PERS-834) for monitoring if it is third or subsequent failure in 4 years or there is cause to believe that officer is physically unqualified for promotion as a result of failure to meet the Physical Readiness Program standard.

r. When feasible and appropriate, afford members an opportunity to attend ShipShape (BUMED-approved Weight Management Program) (enclosure (5)).

s. Appropriately recognize members who achieve and maintain outstanding fitness. Additionally, members who have made improvement in physical readiness should be recognized by comments on NAVPERS 1610/2, NAVPERS 1611/2, and NAVPERS 1616/26.

t. Distribute health and fitness materials in support of NAVPERSCOM health promotion initiatives.

12. CFL shall:

a. Become thoroughly familiar with components of this instruction and advise the chain of command on all Physical Readiness Program matters.

- b. Obtain and maintain current CPR certification.
- c. Complete NAVPERSCOM-approved CFL training course as soon as possible upon assignment as CFL.
- d. Schedule and announce PFA (enclosure (2)). Facility requirements should be coordinated with the appropriate base, county, or city recreation services and requested in advance to minimize effect on recreation programs.
- e. Follow all testing and measuring requirements, and safety precautions (enclosure (4)), in conjunction with command safety officer, MWR, and medical department.
- f. Instruct assistant CFLs to conduct PRT, body composition assessment, and FEP. Obtain CPR training for members who help monitor PRT and FEP.
- g. Report any injuries related to Physical Readiness Program to command safety officer.
- h. Obtain and maintain updated physical readiness resources for use by command personnel.
- i. Closely monitor members who have completed ShipShape and provide assistance in weight management follow-up activities.
- j. Confer with COs at least quarterly to discuss current and impending referrals for ShipShape, progress of personnel in FEP and weight management follow-up activities, and other items of mutual concern.
- k. Ensure each member brings completed Physical Activity Risk Factor Screening Questionnaire (PARFQ) to Preventive Health Assessment (PHA) appointment.
- l. Provide commanding officer with results of each PFA.
- m. Notify command, including command master chief (CMC) and command career counselor (CCC), of member's PFA result and required administrative actions, particularly regarding reenlistment eligibility.

13. MWR department shall:

- a. Ensure facilities and fitness staff members are available to assist with PFA, physical training, and command-organized or member-organized programs.
- b. Provide assistance and support to local CFL, to the fullest extent possible, within existing and authorized resources.
- c. Ensure fitness staff support and endorse nutritional and exercise principles described in enclosure (5).
- d. Ensure that healthy, low-fat food choices are available at Navy clubs.
- e. Conduct assistance visits at units and tenant commands to provide recommendations for improvement of command Physical Readiness Programs.

14. Navy MWR Fitness Instructor shall:

- a. Obtain and maintain fitness instructor certification from a national organization, e.g., American College of Sports Medicine, Cooper Institute for Aerobics Research, or National Strength and Conditioning Association, as a condition of employment.
- b. Obtain community first aid and CPR certifications as required by DOD and Navy standards and policies.
- c. Personally oversee exercise prescriptions on a regular basis for personnel who fail to attain satisfactory standards on PFA.
- d. Upon request, provide Commanders, COs, and OICs with guidance on developing FEP for members.
- e. Develop physical conditioning programs and counsel individuals who are medically waived from all or part of PFA.
- f. Ensure availability and appropriateness of fitness improvement programs and facilities, and provide required education and training.

g. Provide guidance for local policy for environmental acclimatization to participate in physical conditioning and activities.

h. Provide annual fitness status updates and educational presentations for installation senior leaders and command personnel regarding Physical Readiness Program.

15. Individual servicemembers shall:

a. Maintain a lifestyle that promotes optimal health and physical readiness. Develop a regular, year-round, fitness program of aerobic, flexibility, and muscular strength and endurance exercises. A fitness program shall include aerobic physical exercise sessions at least three times per week consisting of at least 40 minutes of activity, including a minimum of 20 to 30 minutes of brisk aerobic exercise, a strength and flexibility component, and warm-up and cool-down periods. In addition, daily tasks should be pursued that result in the accumulation of 30 minutes of moderately intense physical activity and minimization of sedentary periods.

b. Answer PARFQ completely and truthfully.

c. Report for PRT and physical training with a level of fitness that ensures safe participation.

d. Report injuries or illnesses that prevent participation in PRT, FEP, or individual physical activities.

e. Participate in PFA and FEP unless absence is authorized by COs.

f. Maintain prudent diet as outlined in enclosure (5).